

**REQUEST FOR PROPOSALS TO FILL A CONTRACT POSITION FOR
ONLINE BOOK SALES MANAGER**

ISSUED BY THE FRIENDS OF THE SAN ANTONIO PUBLIC LIBRARY, INC. ON JANUARY 18, 2021

SUMMARY OF REQUEST

The Friends of the San Antonio Public Library, Inc. (FOSAPL), a volunteer, 501 (c)(3) nonprofit public benefit organization is seeking proposals from an individual or company having at least one year's experience in online marketing and sales to initiate a program to sell books online, beginning March 1, 2021. The contract will be for five months with the option to extend for an amount of time to be determined. The contract will be finalized no later than Friday, February 26, 2021.

To be considered, a proposal must be received via email in Adobe Acrobat PDF or Microsoft Word format on or before **Monday, February 15, 2021 at 5:00 PM** at the following email address: fosaplsecretary@gmail.com

Questions may be directed to FOSAPL President, at this email address: fosaplpresident@gmail.com

INTRODUCTION

The Friends of the San Antonio Public Library, Inc. (FOSAPL) is a 501(c)(3) nonprofit public benefit corporation organized under the Texas Business Organization Code for charitable purposes. FOSAPL raises funds for the San Antonio Public Library system through membership, donations, investment and sale of used and new books. For more than thirty years, volunteers have operated a bookstore, the BookCellar, currently housed in the lower level of the Central Library. Due to COVID19 restrictions, the BookCellar has been closed, thus eliminating a significant source of revenue. More information about The Friends of the San Antonio Public Library may be found at <http://www.friendsofsapl.org/>.

Because this is the first effort of FOSAPL to sell books online, this contract has been constructed to provide a set payment per month for the books sold (instead of a percentage of the sales): it is expected that the contractor will demonstrate best efforts to set the price, negotiate and/or reduce the price, and sell each book to the best financial advantage for FOSAPL.

SCOPE OF WORK TO BE PERFORMED

- a) The individual or firm selected will be responsible for the online marketing, sale and shipping of a minimum of five hundred (500) books during the duration of the contract (March 1 through July 31. The books shall be selected from the inventory of the BookCellar, consisting of new and used books, both hardback and paperback.
- b) Net sale revenues (after reduction of sales taxes) will be automatically deposited to a FOSAPL bank account, or transferred from the contractor's account to FOSAPL within an agreed upon amount of time.
- c) The selected contractor will have their own ISBN scanner.

BILLING AND PAYMENT

The selected contractor will be paid the amount of four hundred dollars (\$400) each month (March through July, for a total of \$2,000) upon submission of an invoice. Said invoice shall include the following information for each item sold during the prior month: the title, ISBN, gross "sold for" amount, tax charged, date of sale, shipping date and cost of shipping.

ADDITIONAL INFORMATION

- a) Genres to be sold include art books, "Best Sellers", cookbooks, Texas history and culture, paperbacks, rare books, etc.
- b) Selection of titles to be sold will be done cooperatively by FOSAPL and the selected contractor, from items currently housed in the BookCellar or other donations.
- c) Costs for shipping supplies will be paid by FOSAPL, through reimbursement to contractor.

- d) Postage costs will be paid directly to USPS by FOSAPL.
- e) Texas State sales tax will be applied to each sale, but the tax revenue will be paid to the State by the FOSAPL Treasurer.
- f) FOSAPL has a PayPal account, but has not experienced significant use of it by Friends.
- g) The contract may be canceled, renewed, changed by mutual consent, extended, or converted to a permanent position upon action by the Board of FOSAPL.
- h) Contractors may be required to work from the BookCellar [600 Soledad St., San Antonio TX 78205] for book selection, shipping preparation, etc. although this is negotiable.

PROPOSAL REQUIREMENTS

The successful proposal will demonstrate experience in online marketing and sales of books, excellent planning and organization skills, the ability to set and meet appropriate deadlines, and the ability to work independently, with minimal oversight but with frequent communication with designated members of FOSAPL.

- The first page shall include the individual or firm’s legal name, physical address, and email address.
- All of the following questions shall be answered in as much detail as possible:
 1. What are your qualifications and experience related to accomplishment of the scope of work? Have you ever sold a set number of books online, and what was the profit realized on those sales?
 2. What platform will you use to sell the books online? Will this be a general commercial one (e.g., Amazon) or a custom one?
 3. Describe your plan to advertise and sell the FOSAPL books, in detail. What would you do first and approximately how many hours would that take? Describe all subsequent steps that you would take to accomplish these sales, including any assistance from FOSAPL that you anticipate requiring.
 4. Describe your plan to acquire the necessary shipping supplies [cost of which to be reimbursed to contractor by FOSAPL]. Do you have a preferred shipping product, or supply source?
 5. Describe how the payment for items sold will be done. Do you already have a vendor account with eBay, Amazon, or other platform? Do you anticipate using the FOSAPL PayPal account to accept book sale payments?
 6. What do you think that we need to know (about the project or about you) that we have not asked?

EVALUATION CRITERIA

Proposals will be evaluated based on demonstrated capability to perform the work requested and level of detail and clarity of the plan presented.

SCHEDULE

01/18/21	Release RFP
02/15/21	Proposal due to fosaplsecretary@gmail.com
02/16-20/21	Evaluation of proposals
02/26/21	Contract finalization
03/01/21	Effective date of contract